

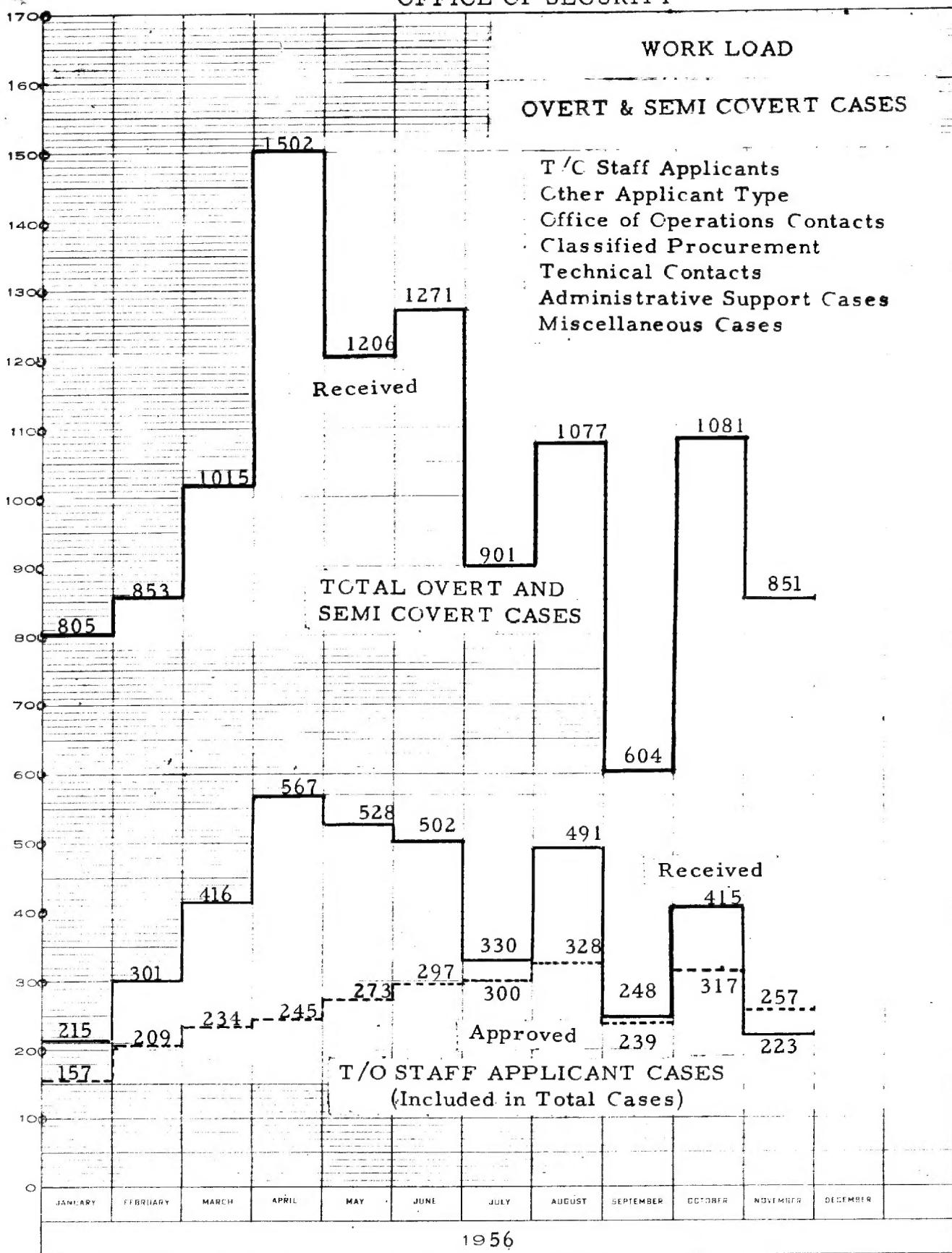
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OFFICE OF SECURITY



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OFFICE OF SECURITY

STATUS OF OVERT AND SEMI-COVERT CASES

Month of November 19 56

TYPE OF CASE	PEND Beginning of Month	RECD During Month	PROCESSED					PENDING	
			Appd	Dis- Appd	Can- celed	Other Action	Total	Defd	Reg
1. APPLICANT TYPE	1047	223	257	16	59	26	356	19	893
a. T/O Staff Applicants	393	120	71	4	19	38	132	0	361
b. Other Full Fld. Inves.	1140	313	328	20	78	64	490	19	1274
Totals	352	282					143	-	442
25X1	326	257					7	-	42
Totals	352	282					150	-	484
3. CLASSIFIED PROCUREMENT	323	192					63	-	452
4. TECHNICAL CONTACTS	72	19					6	-	85
5. ADMIN. SUPPORT	52	5					10	-	47
6. MISCELLANEOUS	35	10					7	-	38
Totals	482	226					86	-	622
GRAND TOTALS		2274	851				726	19	2380

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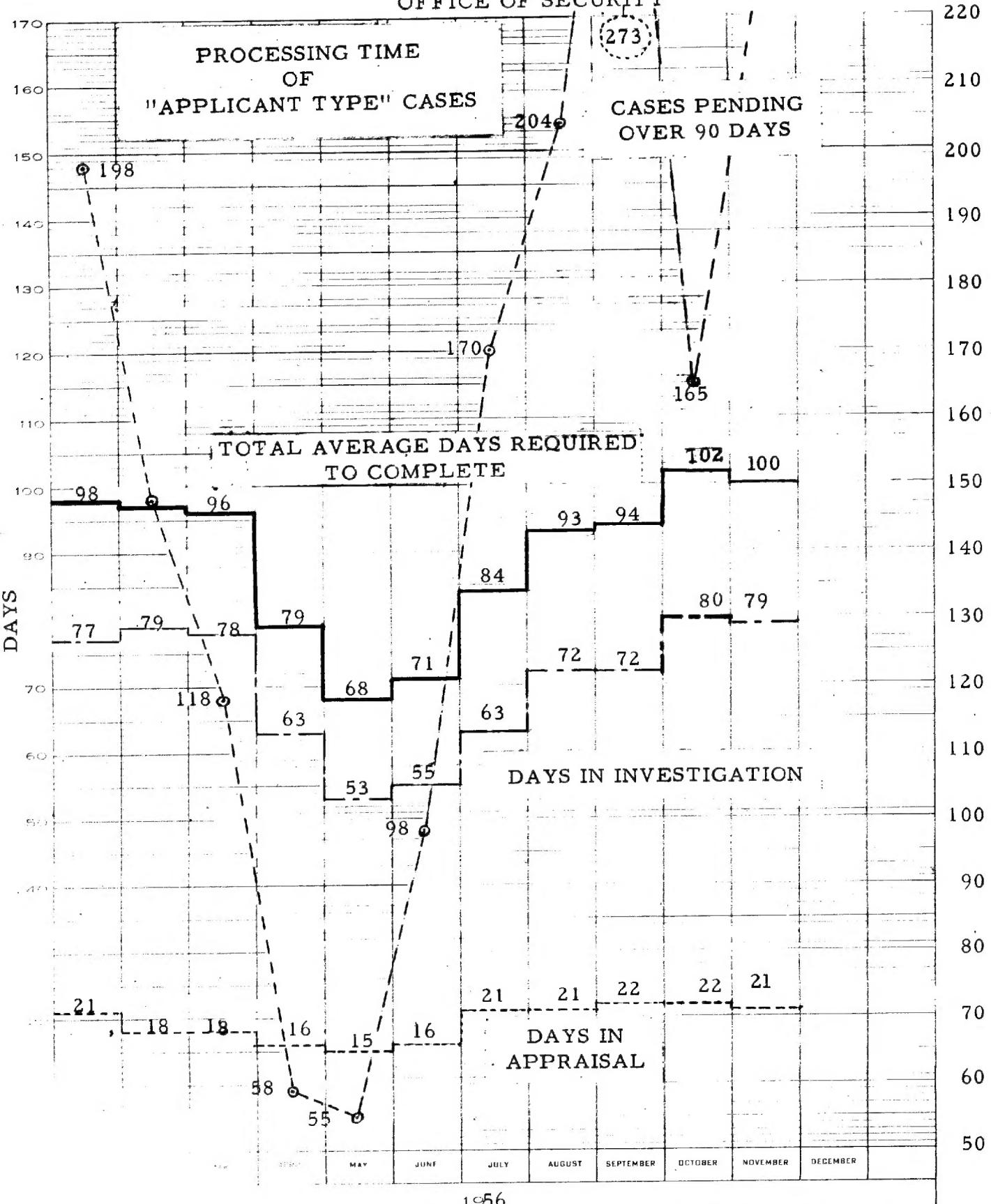
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OFFICE OF SECURITY

229

273



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OFFICE OF SECURITY

TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES

Month of November 1956

1. PROCESSING TIME (For <u>272</u> Regular Cases)			
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of Days):	INVESTIGATION	APPRAISAL	TOTAL DAYS
	DAYS in	DAYS in	
	<u>79</u>	<u>21</u>	<u>100</u>

2. ANALYSIS OF PROCESSING TIME		CASES
a. Less than 30 days		<u>13</u>
b. 31 to 60 days		<u>9</u>
c. 61 to 90 days		<u>52</u>
d. 91 to 120 days		<u>133</u>
e. 121 to 150 days		<u>58</u>
f. over 150 days		<u>7</u>

3. CASES PENDING OVER 90 DAYS		STATUS
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	<u>1</u>	<u>229</u>
	Total <u>1</u>	<u>229</u>

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OFFICE OF SECURITY
CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES

Month of November 19 56

ACTIVITY	ACTIONS	
1. Requests for CIA record checks received from other agencies		1298
2. Security files reviewed in response to other agency requests (Requests pending over 10 days <u>955</u>)		129
3. Employee interviews (Returnees, Resignees, Official Travelers and Special)		589
4. Employees' transfer and reassignment actions reviewed		440
REQUESTS FOR APPROVAL OF:	Disapproved	Approved
5. Training at outside institutions	0	56
6. Private travel	0	21
7. Manuscripts, speeches, books, etc.	0	17
(Total pages reviewed <u>518</u>)		
8. Liaison contacts	1	660
9. Miscellaneous outside activities	2	171 *

* 5 of these approvals were briefings

25X1A2D2

TRAINING ACTIVITIES

1. Security personnel receiving training during month 29

2. Agency Security Indoctrination group lectures given 3

(Attendance 192)

3. Office of Security man-hours devoted to training

25X1

4. Office of Security maximum possible man-hours in month

25X1

5. Percentage of maximum possible man-hours devoted to training

25X1

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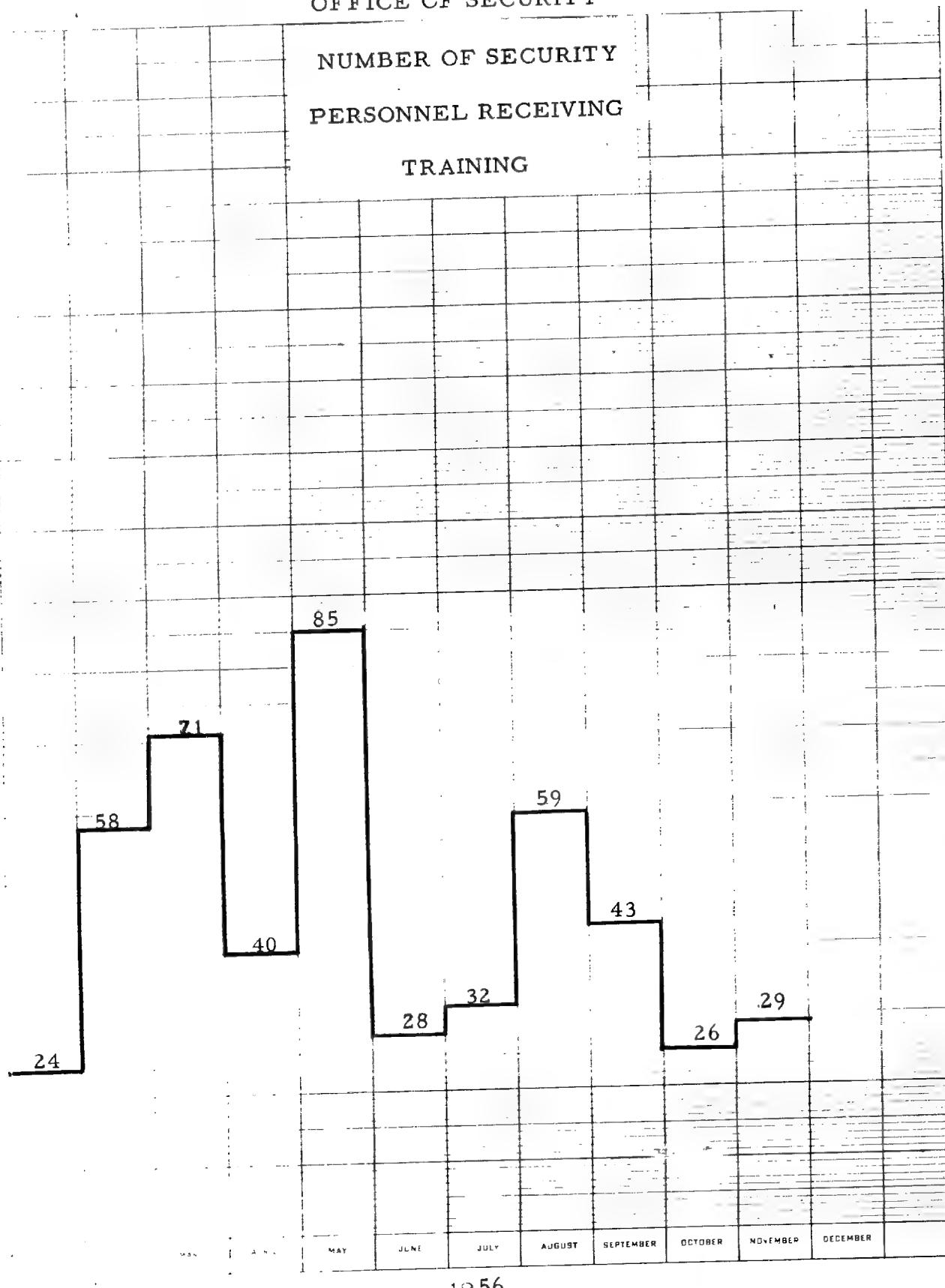
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NUMBER OF SECURITY
PERSONNEL RECEIVING
TRAINING



1956

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OFFICE OF SECURITY

PHYSICAL SECURITY ACTIVITIES

Month of NOVEMBER 1956

ACTIVITY	NUMBER
1. Security violations investigated and charged (Open safes, etc.)	24
2. Other security violations investigated and reported (Lost documents, etc.)	8
3. Night security inspections of offices by NSOs	52
4. Other security matters handled by NSOs after hours	1380
25X1	
6. Physical security surveys	9
7. Safe combinations changed	480
8. Safes repaired	351
9. Identification processes performed	194
10. Regular, Limited and Special badges issued	698
11. Visitor Passes issued (Total)	2297
General	4316
Applicants	1163
Forgotten badges	253
Deliveries, etc.	1585
12. Classified waste collected and destroyed (pounds)	153,900
25X1	6
14. Safety inspections, investigations & miscellaneous safety actions *1100 posters and safety literature distributed throughout the Agency during the month.	93

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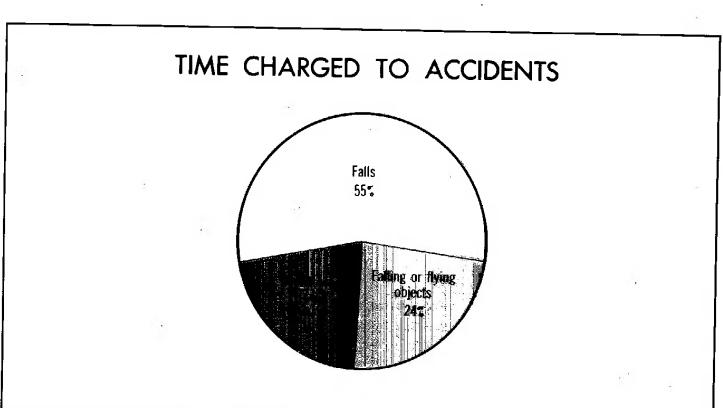
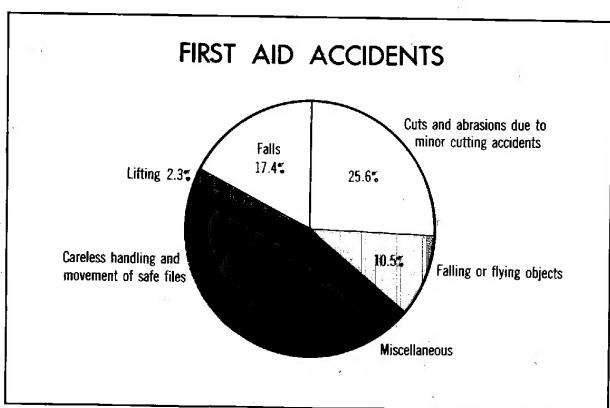
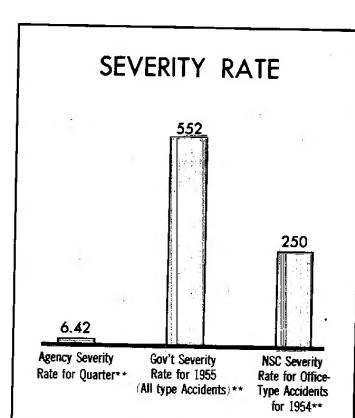
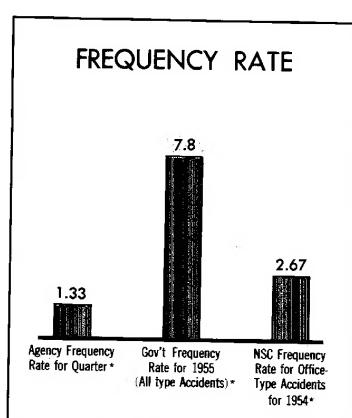
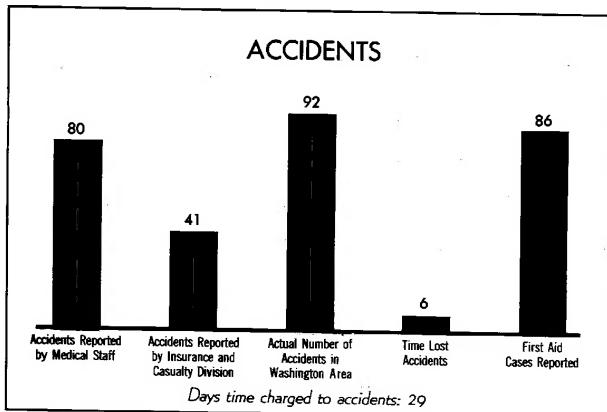
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ACCIDENT STATISTICS FOR HEADQUARTERS AREA

Third Quarter—July, August, and September, 1956



25513.1 11-56

* Accident Frequency Rate $\frac{\text{Number of accidents} \times 1,000,000}{\text{Number of man-hours worked}^{***}}$

** Accident Severity Rate $\frac{\text{Number of days time lost due to accidents} \times 1,000,000}{\text{Number of man-hours worked}^{***}}$

*** Number of man-hours worked is an approximate figure. One and one-quarter days per month has been allowed for sick and annual leave in the number of man-hours worked.

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ACCIDENT STATISTICS FOR HEADQUARTERS AREA

THIRD QUARTER - JULY, AUGUST, & SEPTEMBER, 1956

Accidents Reported By Medical Staff	Accidents Reported By Insurance And Casualty Division	Actual No. of Accidents In Washington Area	Time Lost Accidents	Days Time Charged To Accidents	First Aid Cases Reported
25X1 80	41	92	6	29	86
	Gov't Frequency Rate for 1955 (All type Accidents)* 7.8	NSC Frequency Rate for Office-Type Accidents For 1954* 2.67	Agency Severity Rate For Quarter** 6.42	Gov't Severity Rate for 1955 (All type Accidents)** 552	NSC Severity Rate for Office-Type Accidents for 1954** 250

First Aid Accidents

Time Charged to Accidents

Type	Percent	Type	Percent
Falls	17.4	Falls	55.0
Careless handling and movement of safe files	31.4	Falling or flying objects	24.0
Cuts and abrasions due to minor cutting accidents	25.6	Lifting	21.0
Lifting	2.3		
Falling or flying objects	10.5		
Miscellaneous	12.8		

* Accident Frequency Rate - $\frac{\text{Number of accidents} \times 1,000,000}{\text{Number of man hours worked}^{***}}$ ** Accident Severity Rate - $\frac{\text{Number of days time lost to accidents} \times 1,000,000}{\text{Number of man hours worked}^{***}}$

*** Number of man hours worked is approximately 1,000,000

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